

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide 3 paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by **1:00 p.m. on October 7, 2005**. Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Marsha Ballard
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Marsha Ballard
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the

recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit F of the Vendor Selection Guidelines (October 2004) for \$100,000 - \$500,000.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

SCOPE OF SERVICES FOR:

Consultant "as-needed" office technician services.

PROJECT DESCRIPTION/PROJECT MANAGER DESIGNATION:

MDOT Project Engineer Manager: Kurt Coduti, P.E., Delivery Engineer
Lansing TSC
1019 Trowbridge Road
East Lansing, MI 48823
Phone 517-324-2293
Fax 517-324-9580

General Description of Work:

Primary Prequalification Classification:
Technical Assistance

Secondary Prequalification Classification:
None

DBE Requirement: 0%

Provide experienced personnel for office technician services on an "as-needed" basis for road and bridge construction related work in the Lansing TSC area. In addition to the normal duties required as the acting Office Technician at Lansing TSC, the work also includes:

1. Establishing and maintaining project files in accordance with state and federal standards
2. Distribution of project related information to internal and external customers
3. Compilation of project information to fulfill FOIA requests
4. Coordination and communication with internal and external customers
5. Miscellaneous office assistance as requested by the Project Engineer Manager

The "as-needed" office technician services will be needed (overtime may be necessary), beginning January 1, 2006, or as soon as the contracted services are awarded, through December 31, 2006. The employee submitted for the office technician position shall be dedicated as the office technician for the duration of the contract. The estimated amount of time per week for this work is twenty-four (24) hours but will vary depending on workload. The intent of this solicitation is to select one (1) office technician from all applicants although backup office technician personnel may be necessary.

The initial authorization for the "as-needed" office technician services will be **1800 hours**.

See **ATTACHMENT A** for the list of 2006 construction projects in the Lansing TSC area that will require "as-needed" office technician services. The "as-needed" office technician services may also be needed on past construction projects as requested by the Project Engineer Manager. The information on **ATTACHMENT A** was compiled with the most current data at the time of solicitation and is subject to change.

GENERAL:

The Consultant shall contact the Project Manager prior to beginning any work on this Project.

The Consultant shall furnish all services and labor necessary to conduct and complete the Construction Engineering Services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

- A. The Consultant's principal contact with the Department shall be through the designated Project Engineer Manager.
- B. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.
- C. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the Project construction contract, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the Materials Sampling Guide; the Materials Quality Assurance Procedures Manual; the Density Control Handbook; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- D. The Consultant shall notify the Project Engineer Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Engineer Manager.

CONSTRUCTION OFFICE TECHNICIAN SERVICES TO BE PERFORMED BY THE CONSULTANT:

The Consultant will provide, to the satisfaction of the Department, services as mentioned above. Reporting, measurement, computation, and documentation requirements directed by the Project Engineer Manager and/or referenced in the Specifications, Plans, Proposal, the Michigan Construction Manual, the MDOT Materials Source Guide and all other applicable references, guidelines, and procedures manuals and associated with this Office Technician work is also included.

The Consultant will provide the necessary personnel to adequately perform the requirements of this Agreement, and that his/her employees will possess the experience, knowledge, and character to qualify them for the particular duties each is to perform.

SERVICES TO BE PERFORMED BY THE DEPARTMENT:

The Project Engineer Manager shall furnish to the Consultant project-specific construction contracts, proposals, plans, written instructions, and other information and/or data as deemed necessary by the Project Engineer Manager for the Services required herein.

A workstation with the most current version of FieldManager will be provided by the Department.

CONSULTANT PAYMENT:

All invoices/bills for services will be directed to Operations Contract Support in Lansing for review and approval. Payment to the Consultant for Services rendered shall not exceed the "Cost plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant.

All invoices must be submitted **monthly and within 15 calendar days** of the end of the month.

Payment for overtime must have prior approval from the Project Engineer Manager.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees.

The latest copy of “Instructions for Requesting Reimbursement of Contract Costs” is available on MDOT’s Bulletin Board system. This document contains instructions and forms that must be submitted for Consultant reimbursement. Payment may be delayed if the instructions are not followed.

ATTACHMENT A

1. 23071-79794A (83742A, 84943A, 94946A)
Scope of Work: Intersection improvements on M-100 at Mt. Hope and St. Joe and HMA resurfacing on M-100 from I-69 to Willow and CSX Railroad to I-96 in Eaton County.
Anticipated Construction Schedule: June 2006 to October 2006
Estimated Construction Cost = \$2,622,000
2. 33084-83064A
Scope of Work: Bridge Maintenance on 6 structures on I-96 in Ingham County.
Anticipated Construction Schedule: June 2006 to October 2006
Estimated Construction Cost = \$636,000
3. 33172-81043A
Scope of Work: Installation of noise wall on SBd US-127 from Lake Lansing Road to north of Grand River Avenue in Ingham County.
Anticipated Construction Schedule: April 2006 to November 2006
Estimated Construction Cost = \$3,900,000
4. 76023-57078A (81231A)
Scope of Work: HMA resurfacing including Asphalt Crack Relief Layer, intermittent drainage and safety improvements, construction of carpool parking lot, and roadway reconstruction for bridge under clearances on I-69 from the Shiawassee River Bridge to the Genesee County Line in Shiawassee County.
Anticipated Construction Schedule: April 2006 to September 2006
Estimated Construction Cost = \$12,600,000
5. 23011-78400A
Scope of Work: Bridge replacement on M-78 over the Battle Creek River in Eaton County.
Anticipated Construction Schedule: April 2006 to October 2006
Estimated Construction Cost = \$2,100,000
6. 19022 (23152) – 78845A (78849A, 46080A)
Scope of Work: Bridge rehabilitation on EBd and WBd I-96 over the Grand River, CSX Railroad, and under Clintonia Road in Ingham and Eaton Counties.
Anticipated Construction Schedule: April 2006 to September 2006
Estimated Construction Cost = \$3,300,000
7. 76041 (76061) - 84894A
Scope of Work: Railroad crossing improvements on M-21 at G02 of 76061 in the City of Owosso and on M-71 at G01 of 76041 in Shiawassee County.
Anticipated Construction Schedule: October 2006 to November 2006
Estimated Construction Cost = \$300,000
8. 23052-81829A
Scope of Work: Railroad crossing improvements on M-50 at G02 in the City of Charlotte, Eaton County.
Anticipated Construction Schedule: July 2006 to August 2006
Estimated Construction Cost = \$200,000

ATTACHMENT A, cont'd.

9. 23021-79489A

Scope of Work: Non-freeway sign upgrade on M-79 from the Barry County Line to M-50 in Eaton County.

Anticipated Construction Schedule: April 2006 to July 2006

Estimated Construction Cost = \$51,000

10. 76823-80734A

Scope of Work: HMA resurfacing, pavement joint and crack repairs, and intermittent drainage and safety improvements on Old 69 from M-52 to 1.1 mile east in Shiawassee County.

Anticipated Construction Schedule: May 2006 to August 2006

Estimated Construction Cost = \$442,000

12. 76011-83995A

Scope of Work: Paver Placed Surface Seal on M-52 from the Ingham County Line to Bath Road in Shiawassee County.

Anticipated Construction Schedule: June 2006 to July 2006

Estimated Construction Cost = \$249,600

13. 23063-80903A

Scope of Work: Truck parking lot expansion at Potterville Rest Area in Eaton County.

Anticipated Construction Schedule: May 2006 to July 2006

Estimated Construction Cost = \$433,000

14. 33021-79793A

Scope of Work: HMA resurfacing on M-36 from east of Meech Road to M-52 in Ingham County.

Anticipated Construction Schedule: May 2006 to July 2006

Estimated Construction Cost = \$308,000

15. 33061 (33082)-46073A (46078A, 76213A)

Scope of Work: Partial painting, substructure repairs, beam end repairs, and joint replacement on M-43 under S01 (GM Drive), X01 (Conrail Railroad), and over R01 (GTW Railroad) in the City of Lansing, Ingham County.

Anticipated Construction Schedule: May 2006 to August 2006

Estimated Construction Cost = \$600,000

16. 19081 (33171, 33172)-79758A

Scope of Work: Concrete pavement restoration and HMA shoulder restoration from Trowbridge Road to I-69 in Ingham and Clinton Counties.

Anticipated Construction Schedule: June 2006 to September 2006

Estimated Construction Cost = \$2,855,000

ATTACHMENT A, cont'd.

17. 33051-83982A
Scope of Work: HMA cold milling and resurfacing on M-52 from M-43 to Shiawassee County Line in Ingham County.
Anticipated Construction Schedule: May 2006 to July 2006
Estimated Construction Cost = \$700,000
18. 84916-83999A
Scope of Work: Lansing TSC-wide Overband Crack Fill.
Anticipated Construction Schedule: May 2006 to July 2006
Estimated Construction Cost = \$300,000
19. 23997-83533A
Scope of Work: Installation of concrete sidewalks at Secondary Complex in Eaton County.
Anticipated Construction Schedule: May 2006 to June 2006
Estimated Construction Cost = \$246,000
20. 33011-84332A
Scope of Work: Streetscape improvements on MLK Jr. Blvd. St. Joe to Ottawa St. in the City of Lansing, Ingham County.
Anticipated Construction Schedule: October 2006 to November 2006
Estimated Construction Cost = \$1,100,000
21. 33045-82839A
Scope of Work: Freeway sign upgrade on WBd I-496 at the Grand Avenue exit in the City of Lansing, Ingham County.
Anticipated Construction Schedule: April 2006 to June 2006 (weekend work only)
Estimated Construction Cost = \$250,000
22. 23063-59595A (59617A)
Scope of Work: Bridge Maintenance on 20 structures on I-69 from I-69BL to I-96 in Eaton County.
Anticipated Construction Schedule: June 2006 to September 2006
Estimated Construction Cost = \$1,255,000
23. City of Lansing CSO Work
Scope of Work: Combined Sewer Separation and road reconstruction on Michigan Avenue (Capitol Loop) from Grand Avenue to Cedar Street in the City of Lansing, Ingham County.
24. 33032 (33045, 33051) - 84556A
Scope of Work: Beam end repair and painting on Cedar Street, I-496/US-127, and M-52 in Ingham County.
Anticipated Construction Schedule: April 2006 to July 2006
Estimated Construction Cost = \$512,000
25. 33031 – 81229A
Scope of Work: HMA surfacing of Bellevue Road Carpool Parking Lot (US-127/Bellevue Road) in

Ingham County.

Anticipated Construction Schedule: July 2006 to August 2006

Estimated Construction Cost = \$32,000

26. 19033 (19034) – 83948A

Scope of Work: Concrete Pavement Restoration on US-127 from M-21 to US-127BR in Clinton County.

Anticipated Construction Schedule: April 2006 to May 2006

Estimated Construction Cost = \$950,000

27. 33041 – 84217A

Scope of Work: Removal of Old Weigh Station Building on Lansing Road east of Waverly Road in Ingham County.

Anticipated Construction Schedule: July 2006 to August 2006

Estimated Construction Cost = \$200,000

28. 23011 – 85288A

Scope of Work: HMA resurfacing on M-78 from Barry County Line to Bellevue Village Limit in Eaton County.

Anticipated Construction Schedule: June 2006 to August 2006

Estimated Construction Cost = \$352,500